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<b>Title:</b>	<b>Use of Business Credit Cards</b>	
<b>Authority:</b>	<b>Shorewood Village Board</b>	

The Village Board is adopting Policy No. 27 for the purpose of establishing guidelines for the use of business credit cards by department heads or their designee.

### **Purpose**

The Shorewood Village Board recognizes the use of business credit cards to be an expedient and cost effective method of paying for certain Village expenses under special circumstances.

As such, the Village Board approves the use of business credit cards by department heads or their designee in a manner consistent with the direction contained in this policy.

### **Policies**

1. The use of any business credit card by a department head or his/her designee must be approved by the Village Manager.
2. Use of the credit card shall be for Village of Shorewood purposes only.
3. The line of credit on a single credit card shall be limited to \$5,000.
4. Consistent with the practice for other Village Expenses, credit card transactions shall be limited to \$250 without prior approval from the Village Manager.
5. Any interest or penalty charges resulting from late payments shall be paid for by the department responsible for the credit card.
6. No credit card shall be used after the third (3<sup>rd</sup>) Friday in December through the first (1<sup>st</sup>) of January except in the cases of an emergency. If used during this time period in a non-emergency, any and all purchases and related fees will be the responsibility of the user.
7. Credit card applications must be endorsed by either the Village Manager or Finance Director.

\*Adopted September 8, 1998

\*Revised September 30, 2014

\*Adopted March 2, 2015